

FY 2006 GAAP Classes Registration Form

Two types of classes are being offered - update classes for those with experience preparing the GAAP package and new classes for staff who have limited or no experience with GAAP package preparation. Please fill in the appropriate section below and return your registration early, as **class size is limited**. Your registration will be confirmed at the time of registration.

CLASSES FOR NEW STAFF:

Classes for new or inexperienced staff are **May 18 or 31**. Participants only need attend one class. Class will be held at the Department of Transportation, 800 Bay Road, Dover, Main Administration Building, Farmington Room from 8:30 am to 4 pm.

First	Last Name	Agency #	Dept	Division	Phone	Training Date
Example						
Lewis	Brooks	25-05-01	Finance	Accounting	744-1039	05/18/06

DIRECTIONS: DeIDOT, Central Administration Building, 800 Bay Road, Rt 113, Dover.

FROM THE NORTH: Route 1 south to Dover. Take exit #95 (to I-10 and Dover AFB North Gate). Make a right the end of the deceleration ramp. At the **SECOND** medium crossover make a left (onto Transportation Circle) and then an immediate right. Park at the far end of that building.

FROM THE SOUTH: Route 13 to Dover. Right at Court St (the Rt 13 & 113 split) and right on Rt 113. At Transportation circle (2nd light) make a right and then an immediate left. Park and enter that end of the Admin Building.

FROM SOUTH: Route 113/RT 1 Take Exit #95 (to I-10 and Dover AFB North Gate). After 3rd traffic light, go under the overpass and at **SECOND** medium crossover make a left (onto Transportation Circle) and then an immediate right. Park at the far end of that building.

UPDATE CLASSES:

These are refresher classes for employees already familiar with the GAAP package, to include interest items and changes. Class will be held at Department of Transportation, 800 Bay Road, Dover, Main Administration Building, Farmington Room on **May 3, 16, 17, 23, 24, and 25** from 12:30 PM and end not later than 4:30 PM. **The June 1** class will be from 8:30 AM to Noon.

First	Last Name	Agency #	Dept	Division	Phone	Training Date

Return completed form by **April 21, 2006** to Mr. Lewis Brooks at Lewis.Brooks@state.de.us
For those without Internet or electronic file transfer capability, fax your form to **744-1045**